



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	2-15-2018
Chapter:	A	Forms	Revised Date:
Subchapter:	1	Forms	2-4-2019
Issuance:	5.75	<b>CP&amp;P <a href="#">Form 5-75</a>, Agreement of Parent/Legal Guardian and Law Guardian to Change in School Placement</b>	

Click here to view or print CP&P Form [5-75](#), Agreement of Parent/Legal Guardian and Law Guardian to Change in School Placement.

Click here to view or print CP&P Form [5-75\(S\)](#).

### WHEN TO USE IT

**Complete the English form in NJ SPIRIT.** This form is used by the assigned Worker of a child(ren) placed in a resource family home, including placement with a relative or kin, to obtain the written agreement of the parent or legal guardian and Law Guardian, to change the child's school placement to the resource home school district when it is in the child's best interest. The 5-75(S) form is used by the assigned Worker of a child(ren) placed in a resource family home, including placement with a relative or kin, to obtain the written agreement of the Spanish speaking parent or legal guardian and Law Guardian. Pursuant to N.J.S.A. 30:4C-26b, enacted September 9, 2010, this agreement is reached after the Worker has discussed the best interest factors with the parent or legal guardian and the Law Guardian. Once obtained, the child may be immediately moved to the resource home school district. See [CP&P-VII-A-1-100](#).

### HOW TO USE IT

Complete the English form as follows:

- Access CP&P [Form 5-75](#) through the NJ Spirit Desktop > Education > Click Education Record > Click on the Educational Stability Tab > Click Insert for New > The Drop Down Menu will Display all Educational Stability Forms > Choose CP&P [Form 5-75](#).
- The Worker obtains the signatures of both the parent or legal guardian and the Law Guardian. Signatures may be obtained separately from one another; however, both signatures are required. All signers date their signatures.

The Worker and the Supervisor sign the form after the best interest factors have been discussed with the parent or legal guardian and Law Guardian.

- Once signatures are obtained, the Worker provides a copy of the signed document to the parent or legal guardian and the Law Guardian.

Note: In order to close a placement, Workers must also complete the Educational Stability record in NJS.

## **HOW TO USE THE SPANISH VERSION.**

- Access CP&P [Form 5-75](#) using the on-line template in the computerized Forms Manual. The Spanish language version of this form does not permit the Worker to "Enable Macros."
- Use the "Tab" key on the keyboard to complete the required text boxes.
- The Worker obtains the signatures of both the parent or legal guardian and the Law Guardian. Signatures may be obtained separately from one another, however, both signatures are required. All signers date their signatures.
- The Worker and the Supervisor sign the form after the best interest factors have been discussed with the parent or legal guardian and the Law Guardian.
- Once signatures are obtained, the Worker provides a copy of the signed document to the parent or legal guardian and the Law Guardian.

Note: In order to close a placement, Workers must also complete the Educational Stability record in NJS. (This is done automatically when the English version of the form is completed in NJS.)

#### **DISTRIBUTION OF THE ENGLISH VERSION**

Original	-	Child's case record
Copy	-	Parent or legal guardian
Copy	-	Law Guardian
Electronic Case Record	-	NJ SPIRIT (English version)

#### **DISTRIBUTION OF THE SPANISH VERSION**

Original	-	Child's case record
Copy	-	Parent or Legal Guardian
Copy	-	Law Guardian